

# Kentucky Alternate Assessment Portfolio Checklist

## Steps for Completing Reading, Mathematics, and Science Portfolios

Using the Administration Guidelines Overview and Portfolio sections complete the following steps to administer the Alternate Portfolio Assessment:

- 1. Determine if the student is eligible to participate in the alternate assessment. (Administration Guidelines Overview).**
  - a. Performance Dimension A. Attainment (5 standards)
  - b. Performance Dimension B. Progress (3 standards)
- 2. Review the structure and Requirements for the Portfolio Alternate Assessment (Administration Guide Section I).**
- 3. Use Appendix A to determine:**
  - a. Content area to be assessed
  - b. Standards to be assessed
  - c. Number of probes required
  - d. Number of work samples required
  - e. Materials to include in the portfolio
- 4. Reference Appendices C, D, and E to identify assessment targets. Individualize assessment targets per instructions in the Portfolio Administration guide, page 8.**
- 5. Record individualized assessment targets for each content area on the second page of the cover sheet (Appendix G, Forms).**
- 6. Plan instruction for the individualized assessment targets. Consider general education teachers and Appendix J as resources.**
- 7. Administer the baseline assessment probe (page 11 of the Administration Guidelines) and record the date and score on the second page of the cover sheet in the corresponding content area.**
- 8. Throughout the instructional period provide instruction using instructional techniques, supports, and prompting designed to meet the student's needs. The instructional period can be determined by, but not limited to the following:**
  - a. Adequate time for the student to learn the skill

- b. Pacing used in general education curriculum
  - c. Information gained by ongoing data collection
  - d. Attendance rate of student
  - e. Classroom curriculum mapping
- 9. Administer up to three of the final assessment probes following the Assessment Probe Protocol on page 5 of the Portfolio Administration Guidelines and record the dates and scores on the second page of the cover sheet in the corresponding content area.**
- 10. Repeat steps four through nine for each assessment target in each content area.**
- 11. Include required materials for student's grade level listed in Appendix A.**
- 12. Photocopy the portfolio. (TESTING MATERIALS WILL NOT BE RETURNED)**
- 13. File the photocopy and additional required materials in the AAAF.**
- 14. Alternate Assessment Portfolios DUE on the first day of your school's testing window.**

*All work on the portfolio must stop on this date.*

**Steps for preparing and mailing portfolios to the scoring center will be provided to the District Assessment Coordinator.**